



## CHILD CARE CENTER LICENSING COMMITTEE MEETING MINUTES

28 March 2019

Highland Plaza Building, Room 213  
3760 South Highland Drive  
Salt Lake City, UT

**Members Present:** Jody Zabriskie, Dale Smith, Laura Brown, Bree Murphy, Jamie Bitton, Scott Smith covered for Matt Wallace.

**Members Excused:** None

**Members Absent:** None

**Department of Health and Child Care Licensing Staff Present:** Dr. Babitz, Simon Bolivar, Donna Thomas, Kim Rice, Sarah Atherton, Sue Kirkham, Paula Mills, Karen Allison, Jacqueline Macias.

### AGENCY REPORTS

#### Child Care Licensing – Simon Bolivar

- Database – provider's portal
  - We are working on making it easier to manage.

#### Office of Child Care – Kerrie Phillips

- Family child care quality project is about to start the second round. Informational meetings are being held up in April and the providers must attend the meetings in order to apply for the grant.
- The policy for the child care quality system has been posted online. It is open for public comment until the end of March.
- There is a new framework for the quality system for centers.

### WELCOME

At 10:55 am, Jody welcomed everyone and started the meeting.

New committee members

- Dale Smith, Jamie Bitton, and Matt Wallace.

Committee vacancies

- There are still some vacant positions which will continue to be advertised.

### APPROVAL OF MINUTES

The minutes from the January meeting were approved via email.

## **Assignment Follow-Up**

### **Simon Bolivar**

- Will update the By-Laws and present them to the lawyer for approval. - the By-Laws have been updated and will be presented to the lawyer after they get approved by the committee members.
- Will send the updated By-Laws to the committee members for review before the next meeting in March. - done
- Complete and publish the interpretation manual by the end of January or before the next meeting. - will be done by the next committee meeting.
- Providers will be notified as soon as the interpretation manual is posted for them to review and provide feedback. - will be done when the interpretation manual is published.
- Any received recommendations regarding the interpretation manual will be emailed to the committee chair. - done

## **NEW BUSINESS**

### **Revision of Committee Bylaws**

- Simon went over the By-Laws. Questions were answered and discussed.
  - Jody recommended for the committee members to take these updated By-Laws to review for a vote on the next committee meeting.
  - The updated By-Laws will be reviewed for a vote on the next committee meeting.

### **Interpretation manual update**

- Will be done by the next committee meeting.

### **Proposed rule changes, corrections, and deletions**

- Simon went over the changes. Questions were answered and discussed.
  - Laura Brown made motion to approve the proposed rules with the amendment recommended by Jodi McGill representing the Utah State Board of Education CACFP that the wording in rule 100-16(2)(c) be amended from “CACFP menus” to “CACFP meal pattern requirements”.
  - Bree Murphy seconded motion.
  - All committee members were in favor of motion.
  - The motion passed.

### **CMP for loaded firearms**

- Simon went over the CMP for loaded firearms. Questions were answered and discussed.
  - Bree Murphy made motion to keep the CMP at \$500.
  - Jamie Bitton seconded motion.
  - All committee members were in favor of motion.
  - The motion passed.
  - Laura Brown made motion to remove the word “loaded”.
  - Jamie Bitton seconded motion.
  - All committee members were in favor of motion.
  - The motion passed.

### **Background renewals and fingerprint cards**

- Simon went over the background check renewals and fingerprint cards. Questions were answered and discussed.

- Providers are advised to submit live scan fingerprinting in order to expedite the background check process.

Committee member comments and recommendations - None

### **PUBLIC COMMENT**

None

Jody ended the meeting at 12:19 pm

### **ASSIGNMENTS**

Simon

- The interpretation manual should be completed and published by next meeting.

### **UPCOMING 2018 MEETINGS**

May 9, July 11, September 12, November 14

Highland Plaza Auditorium, 3760 S. Highland Dr., Salt Lake City, UT

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Note: These minutes are not intended to be a verbatim transcript of all items discussed, but are to record the significant features of the business conducted in this meeting.